

29 April 1963

MEMORANDUM FOR: CIA RECORDS ADMINISTRATION OFFICER

SUBJECT : Records Center Matters - TSD

REFERENCE : Guide for Records Retirement dtd July 1962

STAT It is requested that [] be granted the authority
to handle all matters dealing with the Records Center, that is,
retirement as well as retrieval of inactive records, in lieu of
STAT myself. [] has been designated Records Administration
STAT Officer for TSD vice [] reassigned.

TSD/RMO

cc: C/DDP/SG

Distribution:

Orig & 1 - Addressee

☐ UNCLASSIFIED

☐ INTERNAL
USE ONLY

☐ CONFIDENTIAL

☐ SECRET

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

TSD/RMO

EXTENSION

NO.

DATE

29 April 1963

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. CIA Records Admin. Officer
604 1016 16 Street

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

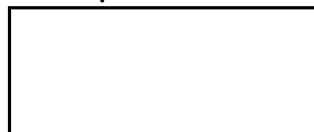
13.

14.

15.

*Routed to RMS
5/1/63*

STAT



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